

DELAWARE TRANSIT CORPORATION

POSTING NO. 033-2016

POSITION VACANCY POSTING

DATE OF POSTING October 8, 2015

CLOSING DATE October 15, 2015

METHOD OF APPLICATION: COVER LETTER/RESUME

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **October 15, 2015**. COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 755 JOB CODE #: 099

POSITION TITLE Accountant II

PAY GRADE 10 PAY RATE _____ PAY RANGE \$31,440-\$39,300
MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Kent County DEPARTMENT Finance
SECTION All Sections

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

The Accountant II is responsible for carrying out accounting functions of the Delaware Transit Corporation at the full professional level. Specific responsibilities include the full range of accounting functions within accounts payable.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER
SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Experience in accounting.
(Applicant must detail all experience in accounting).
2. Experience in technical accounting functions and related information technology.
(Applicant must detail all experience in technical accounting functions and related technology).
3. Experience in the use of standard computer software programs for word processing, spreadsheets or databases.
(Applicant must detail all experience in the use of standard computer software programs for word processing, spreadsheets or databases).
4. Experience in General Accepted Accounting Principles (GAAP) and State and Federal regulations.
(Applicant must detail all experience in performing accounting functions with a clear understanding of Generally Accepted Accounting Principles (GAAP) and State and Federal regulations).

JOB DESCRIPTION: AVAILABLE THRU HR DEPT_____X_____

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EQUAL OPPORTUNITY EMPLOYER

" Submission must specifically address the skills referenced in each Preferred Qualification."

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.